Clear Form

Michigan Department of Transportation 5100B (01/07)

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

Exhibit B

MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)
Win Stebbins	various	various

DESCRIPTION IF NO JN/CS

4 Value Engineering Studies, March-June 2007, to assign 1 VE Study per selected Consultant: I-94, I-96/696, I-696, US-24

MDOT PROJECT MANAGER: Check all items to be included in RFP.

WHITE = REQUIRED
GRAY SHADING = OPTIONAL

Check the appropriate Tier in the box below

☑ **TIER I ($25,000-$99,999)**	☐ **TIER II ($100,000-$250,000)**	☐ **TIER III (>$250,000)**	**CONSULTANT:** Provide only checked items below in proposal.
☑	☐	☐	Understanding of Service
☑	☐	☐	*Innovations*
☐	☐	☐	*Safety Program*
N/A	☐	☐	Organization Chart
☑	☐	☐	Qualifications of Team
☑	☐	☐	Past Performance
Not required as part of official RFP	Not required as part of official RFP	☐	Quality Assurance/Quality Control
☑	☐	☐	Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.
N/A	N/A	☐	Presentation
N/A	N/A	☐	Technical Proposal (if Presentation is required)
3 pages (MDOT forms not counted **(No Resumes)**	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP **not including key personnel resumes**

REQUEST FOR PROPOSAL

Clear Form

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

☑ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☑ NO ☐ YES DATED _____ THROUGH _____

☑ **Prequalifed Services** – See page 5 of the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalifed Services** - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

☑ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

** **For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning **(see address list, page 2)**. The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address MUST be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address MUST be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

Clear Form

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
Three (3)	2/13/07	2pm

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☑ MDOT Project Manager

Win Stebbins, MDOT Design
regular mail: PO Box 30050
Lansing MI 48909

overnight mail: 425 W. Ottawa St
Lansing MI 48933

☐ MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
☑ Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
☐ Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet
5100G – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

January 10, 2007 This follows the most recent format for Posting a RFP; other previous info is on 2 MDOT Forms 5100 B & H

The Michigan Department of Transportation requests Proposals from consultant firms pre-qualified to perform Value Engineering Studies. Each firm should submit one proposal in response to this RFP, and list staff and hours to perform each indicated VE Study for which they wish to be considered. Fax and electronic copies are not acceptable.

INCREASE IN MAXIMUM NUMBER OF PAGES:
Maximum Pages: In a change from Form 5100B Checklist to Designate Areas of Evaluation (01/07) posted at the front of this RFP, the maximum allowable pages in this Proposal has been increased to 10 (ten) pages: 3 pages containing regular VE content; plus 3 pages to contain brief VE resumes of key personnel, plus an optional one page per VE Study (maximum 4). The additional 4 pages (one per VE Study) is to allow a submitter to briefly describe any uniqueness in the project or innovation for the VE Study on a separate page; any uniqueness submitted will be scored with Understanding of Service or with Innovations.

Michigan Department of Transportation

SCOPE OF SERVICE
FOR
DESIGN SERVICES

PROJECT INFORMATION:

VE Studies requested to occur March – June 2007:

I-94 Allington to S Gratiot Intch,	St. Clair Co	**JN 76906**	$32 M Total Cost
I-96 & I-696 Novi to Halstead,	Oakland Co	**JN 47171**	$29 M Total Cost
I-696 at Mound Rd,	Macomb Co	**JN 51478**	$28 M Total Cost
US-24 Vreeland-West Rd,	Wayne Co	**JN 46277**	$27 M Total Cost

PRIMARY PREQUALIFICATION CLASSIFICATION:

Value Engineering

Project Manager/Coordinator:
Win Stebbins
MDOT Design
Lansing, MI 48909
Phone: (517) 373-2246
E-mail: stebbinsw@michigan.gov

GENERAL INFORMATION:

The Consultant should submit one VE work plan to be followed in any VE Study selected for. In general, a 5 day VE analysis is expected; any reduction in the duration of the VE Study shall be determined by the VE Consultant after discussion with the MDOT VE Coordinator.

The firms selected to perform these VE Studies must not be involved in the design of the project.

(Following further review in MDOT, the actual VE Corridor description might be lengthened, but the indicated projects are the main ones with design plans available for VE Analysis. Other Job Numbers might be present in addition to those shown. MDOT will consider these and other VE Outcomes on any future jobs in the VE Corridor or elsewhere statewide.)

ASSEMBLING THE VE TEAM

The consultant will assemble a multi-disciplined VE project team of 5-7 persons, led by a VE Facilitator trained in conducting VE analyses and who remains with the VE team. Teams should be structured so there is appropriate expertise to evaluate the major work areas anticipated within the project. In addition to the technical disciplines such as design, construction, and environmental, the VE team must also include experience in construction cost estimating and cost-benefit analysis. It is beneficial that the VE team also have CAD capability to develop, analyze, and propose modifications within the VE time schedule. CAD files in Micro-Station format will be made available to the VE team.

DEVELOPING THE VE WORK PLAN

After notification, the selected consultant will contact the Project Manager of the job receiving this VE Study to learn basic details of the design project and establish study dates. Pavement Type and Fix Life are not to be VE'd since they receive their own separate rigorous analysis. The Consultant will follow the submitted VE work plan, geared toward the assigned project. In general, a 5 day 40-hour VE Study is expected; the duration of the VE Study shall be determined by the VE Consultant after discussion with the MDOT VE Coordinator. Actual dates of the VE Study must be coordinated with the MDOT Project Manager and VE Coordinator.

VE Coordinator: Win Stebbins (517) 373-2246

The consultant is requested to hold the Briefing and Recommendations Phases in a location within the county of the project or within a county adjacent to the county of the project. The consultant may choose to conduct the other phases of this VE Study in the same near-site location or may return to an office where their phone, CAD, and other support are more readily available. If available, MDOT conference rooms may be used for the MDOT Briefing (Monday) and VE Team's Recommendations and MDOT's Decision (Friday) phases.

INVESTIGATION PHASE

Basic project information must be available and organized before a VE study is begun; this is initiated by the Consultant VE team leader talking with the Project Manager. The initial discussion may include a list of materials requested from the Project Manager and/or the design consultant. The VE team leader gathers readily available data, distributes to the VE team, and all members review the items in order to be as fully knowledgeable of the project as possible prior to commencing the formal VE session. One of the first steps of the VE session will be a briefing of the VE team by the MDOT design participants, followed by a site visit. The following steps continue the VE analysis.

ANALYSIS PHASE

In the Analysis phase, the team identifies the elements with the greatest potential for value improvement, bringing the three fundamental concepts of VE (function, cost, worth) to bear on the project. This phase requires the team to ask and answer the following basic questions, after which the team identifies the high-cost elements, functionally analyzes them, and assesses their cost / worth relationships.

What is it?

What does it do? (What is the function)
What must it do? (Is its function Basic?)
What is it worth?
What does it cost?

SPECULATION PHASE

The team applies brainstorming techniques to develop good alternatives to the proposed project design, generating a large list of potential (creative) solutions to items identified in the Evaluation (Investigation or Analysis) phase. The team uses the generic format of the function to speculate on all possible solutions to the problem presented in the function statement. All ideas have merit; the team should be creative and leave the evaluation and judgment for the next phase.

EVALUATION PHASE

This phase determines the best alternatives by listing the advantages and disadvantages, described in general terms, of each alternative. A weighted matrix analysis might also be used to determine which alternative is best, based on the relative importance of each of the desirable criteria which must be addressed. This analysis satisfies the VE objective to achieve the best blend of performance, cost, and schedule. If the disadvantages far outweigh the advantages of any alternative, that is noted and the alternative is dropped at this point.

DEVELOPMENT PHASE

The best alternatives are fully developed through sketches, cost estimates, validation of test data, and other technical work to verify the validity of assumptions made during the study. The final step before presenting the team's analyzed recommendations to MDOT project management is to formulate an implementation plan which describes the process MDOT must follow to implement each recommendation.

PRESENTATION OF RECOMMENDATIONS

At the completion of the VE Study, the team presents its recommendations to MDOT project management and appropriate staff who must evaluate and implement the findings; MDOT will assemble the audience. The presentation should be brief and complete, with time for MDOT staff to question the team on any concerns. The presentation and two-way discussion helps to establish the viability of the team's recommendations. A VE Study Report is compiled during the VE Study as a step-by-step record of the VE analysis. The record should be complete and understandable, as it serves as documentation to support the VE team's recommendations, track their deliberations and considerations, and aids in implementing the recommendations. It also becomes a MDOT reference for similar components on future MDOT projects.

RESOLUTION/IMPLEMENTATION PHASE

Full and fair evaluation of all VE recommendations and implementation of those determined to be viable are also a major part of the Value Engineering program, along with conducting a VE Study. All recommendations will receive serious consideration, but MDOT might not be able to implement all recommendations. The MDOT project management team attending the

Presentation will determine one of three dispositions of each VE recommendation: Accept for Implementation; Accept for Further Study Before Determining Implementation; or Reject For These Reasons. The MDOT decisions will be furnished the VE Consultant by MDOT and are to be included in the Final VE Report given MDOT.

PROJECT DELIVERABLES

In addition to conducting the VE Study, the VE consultant shall deliver **five (5) bound copies of a final report of the VE process and outcomes plus **two (2) CD containing the shorter printed version, plus the fuller text, calculations, and exhibits of the Final VE Report. The shorter CD version will be placed on the public MDOT Design website. The VE report shall fully document the Value Engineering process as applied to the specific project/corridor, and include a summary of the items discussed during each VE Step, a detailed description of the evaluation of each alternative carried forward for investigation, the advantages and disadvantages of each, the cost of constructing the primary function and secondary functions of each alternative carried forward, and the VE Recommendations and MDOT Decision on each recommendation. All reports shall be economically prepared, and only contain information and analysis to support the VE Recommendations being made. Supporting calculations shall be on the CD, not in each printed Final Report.

** Numbers are approximate; specific number of copies will be made during each assignment.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT

It is expected that all invoices/bills for services will be directed to MDOT and follow the most current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's File Libraries. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services Rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 30 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support are not considered allowable hours; there will be no reimbursement for these hours.

Overtime hours are not anticipated for any VE Study. Any requested reimbursement for overtime hours must be pre-approved by the VE Coordinator and will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Value Engineering Coordinator.

The fixed fee allowed for this project is 11.0%.Portions of the VE text and ideas liberally borrowed from:

AASHTO Guidelines for VE Programs, July 1999

ADDITIONAL PROJECT INFORMATION:

VE Studies desired in March – June 2007
January 2007: Below is additional information on the projects for which a VE Study is requested:

The firm selected to perform the VE Study must not be involved in the design of the project.

I-94 Allington – S Gratiot Intch CS 77111 JN 76906 $105 M Total Cost
MDOT Project Manager: Scott Singer Design by: Parsons Brinckerhoff
Design Project: Reconstruct road; bridge overlay, repair, deck replacement JN 76906 $32 M
Bridge Coordinator: Gerard Feuerstein JNs 79533, 79534, 79047, 79059 $5 M
Design Status: Accelerated for FY 2008 Letting; Base Plans April 2007, pre-GI May 2007
VE with other JNs: 80911 I-94 CoLn Rd to Allington Scott Singer, PM $73 M
VE Study requested April – May 2007

I-96 & I-696 Novi to Halstead CS 63101 JN 47171 (8 JNs total) $29 M Total Cost
MDOT Project Manager: Mark Sweeney Design by: MDOT, Bergmann, URS
Road Coordinator: Katie Noggle 3 JNs: 47171, 81379, 84561
Bridge Coordinators: Ali Mahdavi, Pablo Rojas 5 JNs: 78628, 59291, 81109, 59291, 88947
Design Project: Pavement overlay, reconstruct Novi Rd ramps; 3 bridge replacements, many bridge rehabs
Design Status: Base Plans Jan 2007, Prelim Plans May 2007
VE Study requested April – May 2007

I-696 at Mound Rd CS 50061 JN 51478 $28 M Total Cost
MDOT Project Manager: Gerard Feuerstein Design by: MDOT
Road Coordinator: Steve Minton Design by: Bergmann
Design Project: Reconstruct 1 bridge, Rehab 3 bridges, CPM maintenance on 17 bridges; reconstruct ramps, replace tower lighting
Design Status: Base Plan meeting April 2007, Prelim Plans late July 2007

VE Study requested May – June 2007

US-24 Vreeland Rd to West Rd CS 82051 JN 46277 $27 M Total Cost
MDOT Project Manager: Kim Avery Design by: Wade Trim
Road Coordinator: Gorette Yung
Design Project: Reconstruct and Widen to 5 Lanes, improve drainage; possibly some work on short bridges (culverts)
Design Status: Pre-GI Dec 2006, GI March 2007; ROW purchase by Twp to begin March 2007
VE Study requested March – April 2007